

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGES OF PAGES 1   24	
2. AMENDMENT/MODIFICATION 002		3. EFFECTIVE DATE February 2, 2000		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)					
6. ISSUED BY U.S. Department of Energy Oak Ridge Operations Office Procurement and Contracts Division P.O. Box 2001 Oak Ridge, TN 37831-8759			7. ADMINISTERED BY (If other than Item 6)		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			(X)		
			X		
			9A. AMENDMENT OF SOLICITATION NO. DE-RP05-00OR22825		
			9B. DATED (SEE ITEM 11) December 30, 1999		
			10A. MODIFICATION OF CONTRACT/ORDER		
10B. DATED (SEE ITEM 13)					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATION					
<p><u>X</u> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers ___ is extended. <u>X</u> is not extended.</p> <p>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:</p> <p>(a) By completing Items 8 and 15, and returning <u>2</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOU ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ ORDERS, IT MODIFIES CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority) deobligation of funds					
<p><b>E. IMPORTANT:</b> Contractor XXX is not, is required to sign this document and return ___ copies to the issuing office.</p>					
<p>14. DESCRIPTION OF AMENDMENT/ MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</p> <p>See attached pages.</p> <p>Note: In compliance with Item 11, offerors must acknowledge receipt of amendments on each copy of the offer submitted.</p> <p>Except as provided herein, all terms and conditions of the document referenced in Item 9A and 10A, as heretofore changed, remains unchanged and in full force and effect.</p>					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
15B CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED		
(Signature of person authorized to sign)					

14. The purposes of this amendment are to:

- (1) add the Security Supervisor's salary range and correct the salary range for Technical Writer in Section L Attachment 4;
- (2) change hours of operation and remove references to on-call service in Section J Attachment A and clause ORO H-3A;
- (3) update Past Performance forms in Section L Attachments 2 and 3 to include contact information on the evaluators and to identify Key Personnel being evaluated on the Key Personnel form;
- (4) add instructions for using Key Personnel Past Performance Surveys in clause ORO L155;
- (5) update Project Integration Manager title and remove ES&H/Security/QA Manager in clause ORO H70 and reference to fourth Key Personnel in clause ORO L155;
- (6) decrease FTEs and associated total hours in Section B Price Schedules;
- (7) change Technical Writer IV to Technical Writer and change to exempt in Section B Price Schedules;
- (8) change Data Entry Operator III to Data Entry Operator II in Section B Price Schedules;
- (9) rename all Administrative Analysts to Analysts and change to exempt in Section B Price Schedules and Section L Attachments 4 and 5;
- (10) change Task 20B position in Section L Attachment 5 to Administrative Assistant II; and
- (11) change Section L Attachment 7 Cost to Employee (Bi-Monthly) to (Semi-Monthly).

Please replace with the following pages.

All other terms and conditions remain unchanged.

**ORO B13 Price Schedule (Time-And-Material and Labor-Hour) (May 1997) (Revised)**

(d) Schedule: Base Period, June 1, 2000 – May 31, 2001 (Year 1)

Labor Categories	Exempt or Non-Exempt	FTE's	Estimated Base Year DPLH	Base Rate	Fully Loaded Rate	Estimated Amount	Fully Loaded OT Rate
<b><u>KEY PERSONNEL</u></b>							
Project Manager	E	1.0	1920				
Contract/Integration Manager	E	1.0	1920				
Human Resources Manager	E	1.0	1920				
<b><u>NON-KEY PERSONNEL</u></b>							
Analyst I	E	4.0	7680				
Analyst II	E	3.0	5760				
Analyst III	E	3.0	5760				
Administrative Assistant I	N	1.0	1920				
Administrative Assistant II	N	16.0	30720				
Administrative Support Specialist	N	3.0	5760				
Data Entry Operator II	N	1.0	1920				
Database Administrator	E	4.0	7680				
Document Control Operator	N	4.0	7680				
General Clerk I	N	2.5	4800				
General Clerk II	N	15.0	28800				
General Clerk III	N	4.0	7680				
General Clerk IV	N	3.0	5760				
Photographer	E	1.0	1920				
Personnel Supervisor	E	1.0	1920				
Records Manager I	E	1.0	1920				
Secretary II	N	2.0	3840				
Secretary IV	N	1.0	1920				
Security Clerk	N	7.5	14400				

Security Officer	E	3.0	5760				
Security Supervisor	E	1.0	1920				
Supervisor	E	4.0	7680				
Technical Writer	E	1.0	1920				
Word Processor	N	4.0	7680				
TOTALS		93	178,560				
Overtime						\$60,000	
Other Direct Costs:							
Travel						\$15,000	
Other						\$25,000	
Ceiling Price							

The hourly rates include a profit of \_\_\_\_ percent.

The normal company indirect rate(s) allocated to purchase materials is \_\_\_\_ percent and is included in the Other Direct Costs above.

All Other Direct Costs and overtime must be approved by the Contract Officer's Representative prior to occurrence. Travel costs will be reimbursed on an actual basis in accordance with Federal Acquisition Regulations and GSA's Federal Travel Regulations.

Schedule: Base Period, June 1, 2001 – May 31, 2002 (Year 2)

Labor Categories	Exempt or Non-Exempt	FTE's	Estimated Base Year DPLH	Base Rate	Fully Loaded Rate	Estimated Amount	Fully Loaded OT Rate
<b><u>KEY PERSONNEL</u></b>							
Project Manager	E	1.0	1920				
Contract/Integration Manager	E	1.0	1920				
Human Resources Manager	E	1.0	1920				
<b><u>NON-KEY PERSONNEL</u></b>							
Analyst I	E	4.0	7680				
Analyst II	E	3.0	5760				
Analyst III	E	3.0	5760				
Administrative Assistant I	N	1.0	1920				
Administrative Assistant II	N	16.0	30720				
Administrative Support Specialist	N	3.0	5760				
Data Entry Operator II	N	1.0	1920				
Database Administrator	E	4.0	7680				
Document Control Operator	N	4.0	7680				
General Clerk I	N	2.5	4800				
General Clerk II	N	15.0	28800				
General Clerk III	N	4.0	7680				
General Clerk IV	N	3.0	5760				
Photographer	E	1.0	1920				
Personnel Supervisor	E	1.0	1920				
Records Manager I	E	1.0	1920				
Secretary II	N	2.0	3840				
Secretary IV	N	1.0	1920				
Security Clerk	N	7.5	14400				

Security Officer	E	3.0	5760				
Security Supervisor	E	1.0	1920				
Supervisor	E	4.0	7680				
Technical Writer	E	1.0	1920				
Word Processor	N	4.0	7680				
TOTALS		93	178,560				
Overtime						\$60,000	
Other Direct Costs:							
Travel						\$15,000	
Other						\$25,000	
Ceiling Price							

The hourly rates include a profit of \_\_\_\_ percent.

The normal company indirect rate(s) allocated to purchase materials is \_\_\_\_ percent and is included in the Other Direct Costs above.

All Other Direct Costs and overtime must be approved by the Contract Officer's Representative prior to occurrence. Travel costs will be reimbursed on an actual basis in accordance with Federal Acquisition Regulations and GSA's Federal Travel Regulations.

Schedule: Option Year I, June 1, 2002 – May 31, 2003 (Year 3)

Labor Categories	Exempt or Non-Exempt	FTE's	Estimated Base Year DPLH	Base Rate	Fully Loaded Rate	Estimated Amount	Fully Loaded OT Rate
<b><u>KEY PERSONNEL</u></b>							
Project Manager	E	1.0	1920				
Contract/Integration Manager	E	1.0	1920				
Human Resources Manager	E	1.0	1920				
<b><u>NON-KEY PERSONNEL</u></b>							
Analyst I	E	4.0	7680				
Analyst II	E	3.0	5760				
Analyst III	E	3.0	5760				
Administrative Assistant I	N	1.0	1920				
Administrative Assistant II	N	16.0	30720				
Administrative Support Specialist	N	3.0	5760				
Data Entry Operator II	N	1.0	1920				
Database Administrator	E	4.0	7680				
Document Control Operator	N	4.0	7680				
General Clerk I	N	2.5	4800				
General Clerk II	N	15.0	28800				
General Clerk III	N	4.0	7680				
General Clerk IV	N	3.0	5760				
Photographer	E	1.0	1920				
Personnel Supervisor	E	1.0	1920				
Records Manager I	E	1.0	1920				
Secretary II	N	2.0	3840				
Secretary IV	N	1.0	1920				
Security Clerk	N	7.5	14400				

Security Officer	E	3.0	5760				
Security Supervisor	E	1.0	1920				
Supervisor	E	4.0	7680				
Technical Writer	E	1.0	1920				
Word Processor	N	4.0	7680				
TOTALS		93	178,560				
Overtime						\$60,000	
Other Direct Costs:							
Travel						\$15,000	
Other						\$25,000	
Ceiling Price							

The hourly rates include a profit of \_\_\_\_ percent.

The normal company indirect rate(s) allocated to purchase materials is \_\_\_\_ percent and is included in the Other Direct Costs above.

All Other Direct Costs and overtime must be approved by the Contract Officer's Representative prior to occurrence. Travel costs will be reimbursed on an actual basis in accordance with Federal Acquisition Regulations and GSA's Federal Travel Regulations.

Schedule: Option Year II, June 1, 2003 – May 31, 2004 (Year 4)

Labor Categories	Exempt or Non-Exempt	FTE's	Estimated Base Year DPLH	Base Rate	Fully Loaded Rate	Estimated Amount	Fully Loaded OT Rate
<b><u>KEY PERSONNEL</u></b>							
Project Manager	E	1.0	1920				
Contract/Integration Manager	E	1.0	1920				
Human Resources Manager	E	1.0	1920				
<b><u>NON-KEY PERSONNEL</u></b>							
Analyst I	E	4.0	7680				
Analyst II	E	3.0	5760				
Analyst III	E	3.0	5760				
Administrative Assistant I	N	1.0	1920				
Administrative Assistant II	N	16.0	30720				
Administrative Support Specialist	N	3.0	5760				
Data Entry Operator II	N	1.0	1920				
Database Administrator	E	4.0	7680				
Document Control Operator	N	4.0	7680				
General Clerk I	N	2.5	4800				
General Clerk II	N	15.0	28800				
General Clerk III	N	4.0	7680				
General Clerk IV	N	3.0	5760				
Photographer	E	1.0	1920				
Personnel Supervisor	E	1.0	1920				
Records Manager I	E	1.0	1920				
Secretary II	N	2.0	3840				
Secretary IV	N	1.0	1920				
Security Clerk	N	7.5	14400				

Security Officer	E	3.0	5760				
Security Supervisor	E	1.0	1920				
Supervisor	E	4.0	7680				
Technical Writer	E	1.0	1920				
Word Processor	N	4.0	7680				
TOTALS		93	178,560				
Overtime						\$60,000	
Other Direct Costs:							
Travel						\$15,000	
Other						\$25,000	
Ceiling Price							

The hourly rates include a profit of \_\_\_\_ percent.

The normal company indirect rate(s) allocated to purchase materials is \_\_\_\_ percent and is included in the Other Direct Costs above.

All Other Direct Costs and overtime must be approved by the Contract Officer's Representative prior to occurrence. Travel costs will be reimbursed on an actual basis in accordance with Federal Acquisition Regulations and GSA's Federal Travel Regulations.

Schedule: Option Year III, June 1, 2004 – May 31, 2005 (Year 5)

Labor Categories	Exempt or Non-Exempt	FTE's	Estimated Base Year DPLH	Base Rate	Fully Loaded Rate	Estimated Amount	Fully Loaded OT Rate
<b><u>KEY PERSONNEL</u></b>							
Project Manager	E	1.0	1920				
Contract/Integration Manager	E	1.0	1920				
Human Resources Manager	E	1.0	1920				
<b><u>NON-KEY PERSONNEL</u></b>							
Analyst I	E	4.0	7680				
Analyst II	E	3.0	5760				
Analyst III	E	3.0	5760				
Administrative Assistant I	N	1.0	1920				
Administrative Assistant II	N	16.0	30720				
Administrative Support Specialist	N	3.0	5760				
Data Entry Operator II	N	1.0	1920				
Database Administrator	E	4.0	7680				
Document Control Operator	N	4.0	7680				
General Clerk I	N	2.5	4800				
General Clerk II	N	15.0	28800				
General Clerk III	N	4.0	7680				
General Clerk IV	N	3.0	5760				
Photographer	E	1.0	1920				
Personnel Supervisor	E	1.0	1920				
Records Manager I	E	1.0	1920				
Secretary II	N	2.0	3840				
Secretary IV	N	1.0	1920				
Security Clerk	N	7.5	14400				

Security Officer	E	3.0	5760				
Security Supervisor	E	1.0	1920				
Supervisor	E	4.0	7680				
Technical Writer	E	1.0	1920				
Word Processor	N	4.0	7680				
TOTALS		93	178,560				
Overtime						\$60,000	
Other Direct Costs:							
Travel						\$15,000	
Other						\$25,000	
Ceiling Price							

The hourly rates include a profit of \_\_\_\_ percent.

The normal company indirect rate(s) allocated to purchase materials is \_\_\_\_ percent and is included in the Other Direct Costs above.

All Other Direct Costs and overtime must be approved by the Contract Officer's Representative prior to occurrence. Travel costs will be reimbursed on an actual basis in accordance with Federal Acquisition Regulations and GSA's Federal Travel Regulations.

### B.3 ORO B18 MINIMUM/MAXIMUM REQUIREMENTS

The Contractor shall provide the services and deliverables subject to the following minimum and maximum requirements:

- (a) The minimum amount of \$500,000 is applicable to this contract.
- (b) The maximum amount of \$30,000,000 is applicable to this contract.

### B.4 ORO B35 OPTION(S) TO EXTEND THE CONTRACT (TIME-AND-MATERIALS/ LABOR-HOUR) ALTERNATE III (MAY 1997)

- (a) In order to demonstrate the value it places on quality performance, the Department has provided a mechanism for continuing a contractual relationship with a successful contractor that performs at a level which meets or exceeds quality performance expectations as communicated to the contractor, in writing, by the contracting officer or designated representative. When deciding whether to exercise the option, the Contracting Officer will consider the quality of the contractor's performance under the contract.
- (b) This contract shall be extended, at the unilateral option of the Government in accordance with FAR 52.217-9 set forth in Section I. Further, the Contractor agrees that the performance under option(s) which are exercised shall be accomplished within the hourly rates and contract ceiling price set forth in the Price Schedule.

Contracting Officer, replace such employee with an employee of substantially equal abilities and qualification with meritorious consideration of increasing opportunity to fully use the talents and capabilities of a diverse workforce. Key personnel position vacancies must not exceed ten (10) work days. This clause may be amended from time to time during the course of the contract to either add or delete personnel, as appropriate.

NAME	TITLE
_____	<u>Project Manager</u>
_____	<u>Contract/Integration Manager</u>
_____	<u>Human Resources Manager</u>

#### **H.15 ORO H95 GOVERNMENT PROPERTY ALTERNATE II (SEPT 1999)**

- (a) The Government shall provide space, utilities (including telephones and telephone service), equipment, and supplies necessary for the contractor to accomplish the work set forth in the Statement of Work.
- (b) Ordering supplies shall be through the ORO Stores. The Contracting Officer's Representative (COR) will approve requisitions prior to ordering. Removal of government-furnished property shall be in accordance with an inventory management program approved by the COR. Government-furnished property shall only be used for the accomplishment of work approved under this contract.
- (c) Equipment repair shall be at ORO expense. The source of maintenance shall be recommended by the contractor and approved by the COR.

#### **H.16 ORO H117 SOFTWARE MADE AVAILABLE FOR CONTRACTOR'S USE (SEPT 1999)**

- (a) The Government, from time to time, may make certain software acquired under license available to the Contractor for its use in the performance of this contract.
- (b) The Contractor recognizes and acknowledges that such software or data contained therein may be proprietary and confidential to a third party.
- (c) The Contractor agrees that it and its employees will not use, copy, disclose, modify, or reverse engineer such software except as permitted by the license and any other terms and conditions under which the software is made available to the Contractor.
- (d) The Contractor is not authorized to violate any software licensing agreement, or to cause the Government to violate any licensing agreement. If, at any time during the performance of this contract, the Contractor has reason to believe that its utilization of Government furnished software may involve or result in a violation of DOE's licensing agreement, the Contractor shall promptly notify the Contracting Officer, in writing, of the pertinent facts and circumstances. Pending direction from the Contracting Officer, the contractor shall continue to perform to the full extent possible without utilizing the software in question.
- (e) Paragraphs (a) through (d) of this clause shall flow down to all subcontracts.

**H.17 ORO H150 REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF THE OFFEROR (MAY 1997)**

The Representations, Certifications, and Other Statements of the Offeror, dated \_\_\_\_\_, for this contract are, by reference, hereby incorporated in and made a part of this contract.

**H.18 ORO H-3A HOURS OF OPERATION (DEC 1999)**

Activities shall be performed during a normal work week (Monday through Friday) of five eight-hour days per employee with a minimum of one-half hour for lunch. Work shall normally be performed between the hours of 7:00 a.m. and 5:00 p.m. Hours may be specified in task

orders. There shall be no break in daily services at locations where more than one employee is assigned. Alternate Work Schedules may be permitted at the discretion of DOE. Travel may be required as directed in task orders.

If the Oak Ridge Operations Office facility becomes inaccessible to the contractor and no other local office or facility is available, DOE will pay for administrative leave for the necessary duration for the impacted employees. DOE will notify the contractor project manager to make notification to its employees in a manner that is consistent with its company policies.

**H.19 ORO H-6A EMPLOYEE TRAINING (DEC 1999)**

Contractor's Responsibility: The contractor shall provide fully qualified and trained personnel from its own resources to support ORO requirements. ORO may provide training assistance at its discretion at no cost to the contractor. All training must be approved by the COR.

Mandatory Training: The contractor shall ensure that all employees attend safety and security training once within 30 days of beginning performance on this contract and at least once annually thereafter. Contractor shall ensure that every employee is instructed to safely and competently perform the work.

**H.20 ORO H-8A CLEANLINESS OF THE WORK AREA (DEC 1999)**

The contractor has responsibility for maintaining the areas under its control in an acceptable and orderly manner, and for disposing of waste in accordance with established Department of Energy procedures. Routine janitorial cleaning will be provided by DOE/ORO.

The contractor shall provide library services and shall also maintain the Public Reading Room.

The contractor shall control and maintain accountability of classified documents.

The contractor shall provide records management services including records retrieval, retirement and disposal.

The contractor shall record and analyze data and manage databases.

The contractor shall provide information processing and transcription services, data entry, and graphics including presentation boards, and computer based presentation packages but not computer aided design packages.

The contractor shall provide technical editing and writing.

The contractor shall provide routine support to the mission of emergency management system planning and response to emergency exercises and events.

The contractor shall provide payment and travel processing and control services.

The contractor shall provide real estate mapping services.

The contractor shall provide professional quality photographic support. This will include taking photographs and limited development. Work may be performed in the Oak Ridge area and at remote locations.

The contractor shall provide expert personnel security clearance assistance and guidance to ORO, DOE Headquarters and field offices, and other customers. The contractor shall process security clearances, create and maintain dependable personnel security clearance records and systems, provide personnel security clearance data, provide screener/adjudicator services, tracking and control, and quality assurance.

The contractor shall provide security escorts upon request by ORO. The escorts must be knowledgeable of security requirements and the limitations of access by uncleared persons.

The contractor shall provide support for processing requests for foreign travel by DOE and contractor employees, and for visits and assignments by foreign nationals.

The contractor shall provide other administrative office services as required.

The contractor is prohibited from performing any functions which are determined to be inherently governmental functions or personal services. An appropriate level of supervision will be required by the contractor; DOE will not supervise contractor employees.

#### 4.0 **Applicable Documents**

The contractor shall fully comply with all applicable regulations, ORO procedures, and DOE directives. Specific documents will be defined in task orders.

(i) The Technical Proposal shall not exceed 30 pages (plus resumes, past performance reference pages, and benefits package). For interpretation of page guidelines, the front and back of a single sheet are counted as two pages. The proposed text shall be typed (type size shall not exceed 12 characters per inch averaged over one full line of text) and printed, unreduced, on size 8 ½-inch by 11-inch paper with minimum left and right margins of ½-inch. Pages shall be sequentially numbered with the page number on each page. The page guidelines constitute a limitation on the total amount of material that may be submitted for evaluation. No material may be incorporated in any proposal by reference, attachment, or appendix, as a means to circumvent the page limitation. Video tapes, audio tapes and floppy discs will not be reviewed.

(ii) If a Technical Proposal is received which exceeds the page limitation, the additional pages will not be read and evaluated by DOE. The pages which exceed the page limitation will be removed from the proposal and returned to the proposer.

(b) Format and Content.

(1) Volume II, Technical Proposal, shall include the following components:

(i) Technical Summary. This short section shall contain a brief summary of the key points of the proposal.

(ii) Technical Discussion. This section shall contain the major portion of the Technical Proposal. It should demonstrate offeror's capability in meeting the requirements set forth in the Statement of Work. It should clearly address each of the Technical and Management Evaluation Criteria set forth in Part IV--Section M. It should follow the same order as the evaluation criteria listed in Part IV--Section M, and each part of the section should be identified with the pertinent evaluation criterion number.

Note: Proposals will be evaluated based on the criteria established in Section M. The following contains the evaluation criteria restated from Section M and instructions for preparation of Volume II. These instructions do not constitute additional technical evaluation criteria; however, failure to provide the requested data or inaccurate or incomplete data will constitute a weakness in the evaluation.

**CRITERION 1. Key Personnel (450 points)**

**The proposal will be evaluated on the degree to which it demonstrates: an organization structure of a key personnel management team with relevant leadership, experiences, qualifications, commitment, and availability as described in the resumes; the offeror's plan for retention of proposed key personnel for at least two years; and the offeror's understanding of the work and approach to efficiently and effectively accomplish the requirements in a customer-focused and timely manner.**

Instructions: The Government identified the three Key Personnel positions in Section B, Price Schedules. Include resumes of no more than the three key personnel using the resume format (Section L, Attachment 1). Do not provide resumes of non-key personnel. Each resume must contain the signed certification as indicated on the resume format. The resumes should reflect information relevant to the statement of work and which is commensurate with the proposed project responsibility/role. Only one resume for each person may be submitted, and only one person may be proposed for each position (full-time equivalent). The Government may contact

Identify any of the listed contracts with performance problems and describe information regarding how, by whom, and when any problems were identified, and any corrective actions taken by the offeror/major subcontractor to resolve problems.

Identify any contracts which have been terminated partially or completely for default in the last three years. If terminated contract is not one of those previously listed for this subfactor, provide for the terminated contract all the information requested for other contracts, adding the reason for the termination. In responding to this, all contracts must be considered, not just those listed above.

2. The offeror shall provide the past performance surveys to the listed references for completion and return to the DOE designee. The offeror shall follow up to ensure submission of completed surveys. Past performance surveys submitted directly by the offeror will not be evaluated. Past performance surveys are not subject to the late proposal provision at FAR 52.215-1, Instructions to Offerors--Competitive Acquisition.

If the company has no relevant past performance, relevant past performance for the proposed key personnel may be evaluated in its place. No more than 3 evaluations are necessary for each key employee. The surveys should be completed by the person(s) most knowledgeable about their performance.

- (iii) Other Pertinent Information. This section shall contain any other pertinent information which will supplement or aid in the understanding and evaluation of the Technical Proposal.
- (iv) Technical Exceptions and Deviations. This section shall identify and explain any exceptions or deviations taken or conditional assumptions made with respect to the technical requirements of the solicitation. Any exceptions taken must contain sufficient amplification and justification to permit evaluation. All benefits to the Government shall be explained for each exception taken. Such exceptions will not, of themselves, automatically cause a proposal to be termed unacceptable. However, a large number of exceptions, or one or more significant exceptions not providing benefit to the Government may result in rejection of the proposal(s) as unacceptable.

#### **L.26 ORO L185 AVAILABILITY OF REFERENCED DOCUMENTS (SEPT 1999) (REVISED)**

A copy of the current contract is located in the Department of Energy Public Reading Room, 230 Warehouse Road, Building 1916-T2, Suite 300, Oak Ridge, Tennessee 37830. Additional documents may be added to the Reading Room collection later.

If travel to this location is inconvenient, copies may be obtained by written request to facsimile 865-576-1556 or by e-mail to [ROTHROCKAL@ORO.DOE.GOV](mailto:ROTHROCKAL@ORO.DOE.GOV).

#### **L.27 NOTICE REGARDING THE PURCHASE OF AMERICAN MADE EQUIPMENT AND PRODUCTS--SENSE OF CONGRESS**

It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under this award should be American-made.

## Attachment 2

## Company Past Performance Survey

**Firm Being Evaluated:**\_\_\_\_\_

Please rate the Contractor's overall performance in each of the factors listed. Rate performance based on a scale of 1 to 5, with 5 being the highest and 1 being the lowest. Check "N/A" if the factor does not apply to your contract. (5 is for rare, exceptional service; 4 - Excellent; 3 - Good; 2 - Fair; and 1 - Poor)

	Performance Level					
Evaluation Factor	5	4	3	2	1	N/A
Overall rating of Contractor's quality of product(s) and/or service(s)						
Overall rating of Contractor's cost control performance						
Overall rating of Contractor's timeliness of performance						
Overall rating of Contractor's business relations with client						
Overall rating of Contractor's customer satisfaction						
Overall rating of Contractor's compliance with safety standards						
Additional Comments:						
<p>Signature: _____ Date: _____ Phone: _____</p> <p>Printed Name: _____ Company: _____</p> <p>Return by <u>2/14/2000</u> to Judith S. Wilson, FAX <u>(865) 241-2549</u> or email to <u>adminseb@oro.doe.gov</u> or mail marked "addressee only" to U. S. DOE, Oak Ridge Operations, P. O. Box 2001, Oak Ridge, TN 37831-8759.</p>						

## Attachment 3

## Key Personnel Past Performance Survey

**Firm Being Evaluated:**\_\_\_\_\_

**Individual Being Evaluated:** \_\_\_\_\_

Please rate the key personnel's overall performance in each of the factors listed. Rate performance based on a scale of 1 to 5, with 5 being the highest and 1 being the lowest. Check "N/A" if the factor does not apply to your contract. (5 is for rare, exceptional service; 4 - Excellent; 3 - Good; 2 - Fair; and 1 - Poor)

	Performance Level					
Evaluation Factor	5	4	3	2	1	N/A
Overall rating of key personnel's quality of product(s) and/or service(s)						
Overall rating of key personnel's cost control performance						
Overall rating of key personnel's timeliness of performance						
Overall rating of key personnel's business relations with client						
Overall rating of key personnel's customer satisfaction						
Overall rating of key personnel's compliance with safety standards						
Additional Comments:						
<p>Signature: _____ Date: _____ Phone: _____</p> <p>Printed Name: _____ Company: _____</p> <p>Return by <u>2/14/2000</u> to Judith S. Wilson, FAX <u>(865) 241-2549</u> or email to <u>adminseb@oro.doe.gov</u> or mail marked "addressee only" to U. S. DOE, Oak Ridge Operations, P. O. Box 2001, Oak Ridge, TN 37831-8759.</p>						

**This form contains Source Selection Information when completed. See FAR 3.104**

Section L  
Attachment 4

**LABOR CATEGORIES AND CURRENT ACTUAL BASE PAY SALARY RANGES FOR NON-KEY PERSONNEL**

Job Title	Annual Range	Average Hourly Rate
Analyst I	\$22858 - \$36501	\$15.78
Analyst II	36300 - 42500	19.13
Analyst III	34500 - 51800	20.52
Administrative Assistant I	17888 - 21900	9.96
Administrative Assistant II	18082 - 29619	12.15
Administrative Support Specialist	24302 - 33155	13.75
Data Base Administrator	26087 - 31304	14.37
Data Entry Operator II	15513 - 19344	
Data Entry Operator III	19778 - 23733	
Document Control Operator	19587 - 23962	10.86
General Clerk I	15548 - 18658	8.06
General Clerk II	16640 - 23108	9.59
General Clerk III	17870 - 29557	10.84
General Clerk IV	19344 - 23213	10.95
Personnel Supervisor	48173 - 72259	
Photographer	37544 - 45053	
Records Manager I	27560 - 33072	
Secretary II	16484 - 21091	9.83
Secretary III	20089 - 24107	
Secretary IV	24093 - 28912	
Security Clerk	17843 - 22110	9.88
Security Officer	73892 - 88670	38.00
Security Supervisor	24126 - 37690	
Supervisor	27837 - 34653	15.73
Technical Writer	34053 - 40851	
Word Processor	19663 - 24752	11.47

Notes:

Specific hourly rates are not provided for positions held by only one individual for privacy purposes. Offerors are requested to propose using the labor categories above (also specified in the Section B Price Schedules). A cross walk to the current labor categories and the assigned task numbers follows in the next attachment.

Section L  
Attachment 5

Reclassification of Job Titles by Task Number

Administrative Asst. I	27A	Administrative Assistant I
Administrative Asst. II	10A	Administrative Assistant II
Administrative Asst. II	10A	Administrative Assistant II
Administrative Asst. II	14A	Administrative Assistant II
Administrative Asst. II	16A	Administrative Assistant II
Administrative Asst. II	17B	Administrative Assistant II
Administrative Asst. II	19A	Administrative Assistant II
Administrative Asst. II	20A	Administrative Assistant II
Administrative Asst. II	20A	Administrative Assistant II
Administrative Asst. II	20A	Administrative Assistant II
Administrative Asst. II	20A	Administrative Assistant II
Administrative Asst. II	20A	Administrative Assistant II
Administrative Asst. II	20B	Administrative Assistant II
Administrative Asst. II	23C	Administrative Assistant II
Administrative Asst. II	24A	Administrative Assistant II
Administrative Asst. II	99A	Administrative Assistant II
Administrative Asst. II	9A	Administrative Assistant II
Transcriptionist III	10A	Administrative Support Specialist
Transcriptionist III	10A	Administrative Support Specialist
Tech Sup. Specialist	23D	Administrative Support Specialist
Project Manager Spec I	16A	Analyst I
Project Manager Spec I	16A	Analyst I
Project Manager Spec 1	17B/17A	Analyst I
Project Manager Spec I	9A	Analyst I
Technical Analyst 2	13A	Analyst II
Project Manager Spec 2	23A	Analyst II
Technical Analyst 2	8C	Analyst II
Technical Analyst 3	25A	Analyst III
Technical Analyst 3	9A	Analyst III
Technical Analyst 3	9B	Analyst III
Project Integration Cont.	99A	Contract/Integration Manager
Data Base Admin	15A	Data Base Administrator
Data Base Admin	3A	Data Base Administrator
Data Base Admin	9A	Data Base Administrator
Data Base Admin	9A	Data Base Administrator
Data Entry Operator II	17A	Data Entry Operator II
Records Management Clerk III	15A	Doc. Control Operator
Doc. Control Operator	7A	Doc. Control Operator
Doc. Control Operator	7B	Doc. Control Operator
Doc. Control Operator	7B	Doc. Control Operator
File Clerk I	14A	General Clerk I
File Clerk II	25A	General Clerk I
File Clerk I	25A	General Clerk I

Typist Clerk 2	11A	General Clerk II
File Clerk II	12A	General Clerk II
General Clerk III	23C	General Clerk II
General Clerk III	25A	General Clerk II
General Clerk III	25A	General Clerk II
General Clerk III	25A	General Clerk II
General Clerk III	25A	General Clerk II
General Clerk III	25A	General Clerk II
General Clerk III	25A	General Clerk II
General Clerk III	25A	General Clerk II
Typist Clerk 2	26A	General Clerk II
Typist Clerk 2	5A	General Clerk II
General Clerk III	7A	General Clerk II
General Clerk III	7A	General Clerk II
File Clerk II	8A	General Clerk II
File Clerk III	16A	General Clerk III
File Clerk III	5A/5B	General Clerk III
Lead File Clerk III	5A	General Clerk III
File Clerk III	5B	General Clerk III
General Clerk IV	25A	General Clerk IV
General Clerk IV	7A	General Clerk IV
General Clerk IV	7A	General Clerk IV
Human Resources Manager	99A	Human Resources Manager
Admin Support Service Mgr.	99A	Personnel Supervisor
Photographer	2A	Photographer
Project Manager	99A	Project Manager
Records Manager I	7A/7B	Records Manager I
Secretary 2	27A	Secretary II
Secretary 2	7A	Secretary II
Secretary 4	24A	Secretary IV
Security Clerk III	10A	Security Clerk
Security Clerk II	10A	Security Clerk
Security Clerk II	10A	Security Clerk
Security Clerk II	10A	Security Clerk
Security Clerk II	10A	Security Clerk
Security Clerk II	10A	Security Clerk
Security Clerk II	10A	Security Clerk
Security Clerk II	10A	Security Clerk
Security Officer/SPC	13A/13B	Security Officer
Security Officer/SPC	13A	Security Officer
Security Officer/SPC	13A/13B	Security Officer
Lead Security Supervisor	16A	Security Supervisor
Asst. Security Supervisor	10A	Supervisor
Site Office Supervisor	15A	Supervisor
Tech Sup. Group Leader	23D	Supervisor
Site Office Supervisor	24A	Supervisor
Technical Writer IV	2A	Technical Writer
Word Processing Spec 3	15A	Word Processor
Word Processing Spec 2	16A	Word Processor
Word Processing Operator	23C	Word Processor
Word Processing Operator	8D	Word Processor

\* Task numbers sometimes specified in reverse order, (e.g., Task 2A is also referred to as Task A02).

Section L  
Attachment 7  
Summary of Current Benefits Recognized by DOE

Benefit Name		Cost to Employee (Semi-Monthly)			Amount of Coverage
Medical Plan  Provider: United Healthcare	<b>Eligibility</b>  Date of Hire for all full time employees	Employee Only	HMO \$21.70	PPO \$29.00	<ul style="list-style-type: none"> <li>Major Medical coverage through United Healthcare via an HMO or a PPO.</li> <li>The employee may sign up alone, as employee and spouse, employee and children, or employee and family.</li> <li>This plan also includes a discretionary vision plan.</li> </ul>
		Employee & Spouse	\$79.50	\$133.00	
		Employee & Child(ren)	\$74.25	\$124.25	
		Employee & Family	\$105.00	\$139.00	
Dental Plan  Provider: Prudential	Date of Hire for all full time employees	Employee Only		\$2.00	Dental coverage is through Prudential – a DMO and an Alternate Dental Plan (PDO). The employee may sign up alone, as employee and spouse, employee and children or employee and family.
		Employee & Spouse		\$8.50	
		Employee & Child(ren)		\$9.75	
		Employee & Family		\$14.00	
Vision Plan  Provider: Vision Service Plan	Date of Hire for all full time employees	Employee Only		\$1.00	<ul style="list-style-type: none"> <li>Vision Service Plan is primary vision plan, offered in addition to the one included with United Healthcare.</li> <li>This plan includes an extensive, specific list of vision care providers.</li> <li>The employee may sign up alone, as employee and spouse, employee and children or employee and family.</li> </ul>
		Employee & Spouse		\$3.50	
		Employee & Child(ren)		\$3.50	
		Employee & Family		\$6.00	

End of Amendment 002